

Green County
Agriculture and Extension Education Committee
September 2, 2020 MINUTES

The September 2nd, 2020 meeting of the Agriculture and Extension Education Committee was called to order at 12:31 PM by Extension Green County Ag and Extension Chair, Erica Roth.

Members present were: Erica Roth, Oscar Olson, Art Carter, Sue Nelson, and Dawn Sass. Also present—Jayne Butts, Extension Green County Office Manager; Paul Ohlrogge, Extension Area Director, Ellen Andrews, 4-H Youth Development Educator; Jackie McCarville(z), Agriculture Educator; Educator; Donna Peterson (z), FoodWise Coordinator; and Victoria Solomon (z) Community Resource Development Educator. – (Note: (z) members/attendees were present via Zoom) Those not attending Hannah McMunn and Maria Schmid.

Green County Educator Reports—

Ellen Andrews—4-H Youth Development Educator

Andrews discussed the impact of COVID on programs. She also discussed the 4-H Camp in A Box Evaluations, stating 69% of participants were not current 4-H members. In an effort to capture those youth, a new program is being visited that would be similar. Andrews presented a new “Discover 4-H” flyer (signup due by Sept 20th) as an “intro to 4-H” to entice these youth and others to become part of the 4-H environment and join a 4-H club. Because we have limited club contact, virtual contact is of great importance. There is also a greater need for virtual “life skills” learning opportunities. Andrews also noted National 4-H Week is the 1st week of October.

Andrews also discussed the orientations of the 2020-2021 Youth In Government (YIG) programs in Monroe and Brodhead. Six youth are participating in Monroe and four youth are participating in Brodhead—5 are new and 5 are returning—great response to participate again. Post orientation discussions of details included: 63% of YIG participants feel greater knowledge of government actions; 75% felt they are learning to be better prepared; and 63% learned to consider the ideas of others.

Written Report for Educators

Roth asked if anyone had any questions regarding the written reports provided by the educators.

Carter questioned Jackie for milk price differentials at factories/plants for the classification of milk. He questioned the differences between class 1-3 and noted this has affected some farmers in the area who were not prepared for the lost revenue. He wondered if this was a program they had to sign up for and if it was unclear what they signed up for. McCarville noted she has read some of that information as well and knows smaller plants vs milk plants may make a difference, as well as contracted vs non-contracted pricing. McCarville will follow up.

Motion to approve the minutes of the August 2020 meeting was made by Carter, second Olson. Motion carried.

The committee reviewed the UW-Extension office bills for August 2020. The EFT payments totaled \$43.04 and the check payments totaled \$19,298.66. Motion made by Sass, second by Nelson to approve the vouchers for payment. Motion carried.

Paul Ohlrogge, Area Extension Director/Jayne Butts, Office Manager, Extension Green County:

Educator Reviews-- Ohlrogge advised he completed reviews of all educators in Area 17.

Furlough Days—Ohlrogge discussed needing to use by October 31st and anticipates there could be more.

Masks for Programs – Ohlrogge noted educators can order masks from the State for themselves (3 cloth ones) as well as paper ones for programs they are hosting.

Telecommuting Agreements— Ohlrogge noted these agreements are being re-written and updated with new information based on work criteria. Discussed how educators have become quite creative—including Camp In a Box, Older youth doing virtual projects, 4-H Food U-tube events by Lori Wick, and Agricultural Grazing done by Gene Schreifer where 150 people attend virtual. Ohlrogge further noted telecommuting events are receiving good attendance.

County Budgets—Ohlrogge discussed how each county does things differently but all are proceeding.

Sanitizer Station – Butts noted the new sanitizer station has been installed at the entry door for the multi-purpose room use.

Implemented Cleaner & Supplies for Multi-Purpose Rooms—People using the room have been left a guide sheet, paper towels and a bleach spray to disinfect after using the Multi-Purpose Rooms.

Job Position Reclassification Discussion

Butts presented revised job descriptions for the Extension Office Manager and Activity Assistant positions. Based on the county Wage Study done a few years ago and the comparison to equivalent positions within the County, both Extension positions are low on the pay scales. Butts noted the job descriptions have “red” print on changes being implemented. For the Activity Assistant position, it is currently Courthouse Union—Grade 11, Step 4 and is being requested to change to Non-Union--Grade 8, Step 4, making it more comparable to similar jobs in the County. For the Office Manager position, it is currently Courthouse--Grade 12, Step 8 and is being requested to change to Courthouse—Grade 13A, Step 8. Butts also presented a total budget impact summary for both changes. While the Office Manager position will still be below similar positions, Butts felt it was important to note, she felt this is what the budget could handle financially. She further noted in planning for the future, if additional cuts need to be made, both positions should still be affordable to keep at these rates. The committee reviewed the proposals and discussed moving the Office Manager position to a higher level. Roth questioned moving it to the Non-Union table, however, in the interest of preserving the positions, agreed with Butts at the level presented. Carter moved to approve the job descriptions and the job reclassifications as presented, Sass seconded. Motion passed.

Review, Discuss and Approve the 2021 Preliminary Budgets for Tractor Safety, Clean Sweep, Fair, Pesticide Applicator Training, and UW-Extension.

Pesticide Applicator Training (PAT)—Butts noted this is a non-levy budget and is self-funded. Projections have been entered based on an estimated list of participants who will need to certify. Class prep is being considered for online presentation, however, testing would still need to be done on site. PAT does have reserve funds on hand that carry over in a non-lapsing fund and revenue is collected for book sales/testing costs.

Tractor Safety – Butts noted this is a non-levy budget and self-funded. At this time, no classes are being held due to restructuring and therefore, no budget figures have been entered. Tractor Safety does have reserve funds on hand that carry over in a non-lapsing fund.

Clean Sweep-- Butts discussed this is also a non-levy budget and grant funded. McCarville, the Ag Educator, does a year end summary report that is filed with DATCP and a new year grant application each year. Based on preliminary figures, the 2021 grant is expected to be around \$7,700.00. Carryover of funds after projected expenses and with the new grant, should mean a starting balance of around \$12,575 for 2021. (Subject to actual expenses incurred and actual grant money received)

Green County Fair – Butts discussed this is a tax levy budget, consisting of financial support in the amount of \$10,000 to the Green County Fair for use to better the fairgrounds, buildings, and etc., for youth programs. This budget is being presented without the ½ percent reduction.

UW-Extension – Butts presented 3-versions of the proposed budget. Version A was a budget with no reclassification changes and no budget reduction; Version B was a budget with reclassification changes and no ½ percent reduction; Version C was a budget with reclassification changes and with the proposed ½ percent reductions. Since the reclassifications were approved previously in this meeting, Version A was eliminated. Butts gave details of the reductions for Version C including professional development fees paid to the state, student assistant hours reduction, office supplies, travel, and minor equipment.

Roth questioned if any educators had concerns about the reduction of professional fees. No concerns were expressed. Butts noted a balance of approximately \$5,000 will be available as of 12/31/20. Andrews questioned the amount of money received from the State for postage. Butts noted approximately \$3,800 is received and used for all Extension programs and general office mailings. Additional discussion included concerns for sales tax amounts due to COVID over the next two years... Carter noted currently sales tax is coming in higher than anticipated. Ohlrogge asked if \$1,800 professional development fees could be added back in the future—discussion noted if they are needed, the hope would be to reinstate them. Sass discussed instead of paying for a student assistant to consider a volunteer high school student. They are often looking for community service hours to complete high school requirements and that may be an option also.

After more discussion, Sass moved to accept Version C of the UW-Extension Operational Budget and all other budgets as presented and Olson seconded. Motion passed.

Any Other Business – Roth questioned doing reviews for the UW-Extension office staff. Butts noted reviews were done a year or two ago and we could certainly do those again. Butts will follow up with some documentation for reviews to be completed by the Ag & Extension Committee in February –March.

The next meeting will be scheduled for October 7th, 2020 at 12:30 pm.

Motion by Sass, second by Carter to adjourn at 1:53 pm. Motion carried.